

**NOTE: PLACE THIS LETTER ON YOUR COMPANY'S BUSINESS LETTERHEAD**

***TAX AFFIRMATION***

I. The undersigned affirms and declares that \_\_\_\_\_  
(the "Applicant") is not in arrears to the City of New York upon debt, contract or taxes and is not a defaulter, as surety or otherwise, upon obligation to the City of New York, and has not been declared not responsible, or disqualified, by any agency of the City of New York, nor is there any proceeding pending relating to the responsibility or qualification of the Applicant to receive public contracts except:

**No Exceptions:**

**Exceptions (Please describe):**

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II. **CHECK ONE AND INCLUDE APPROPRIATE NUMBER:**

**Individual or Sole Proprietorship**

**Social Security Number:** \_\_\_\_\_

**Partnership, Joint Venture or other unincorporated organization**

**Employer Identification Number:** \_\_\_\_\_

**Corporation**

**Employer Identification Number:** \_\_\_\_\_

III. **CHECK ALL THAT APPLY:**

**Certified Woman Owned Enterprise**

**Certified Minority Owned**

**Certified Locally Based Enterprise**

**Certified Non-Profit Enterprise**

IV. **Signed:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Under the Federal Privacy Act the furnishing of Social Security Numbers by Applicants on city contracts is voluntary. Failure to provide a Social Security Number will not result in Applicant's disqualification. Social Security Number will be used to identify Applicants to ensure their compliance with laws, to assist the City in enforcement of laws, as well as to provide the City a means of identifying businesses which seek City Contracts.